



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy- Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-008-22

Title: Project Specialist (Data Analyst)

Range/Title Code: X98/60005

Salary: TBD

Position Number: 914519

Issue Date: February 14, 2022

Closing Date: March 14, 2022

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Educational Services, Office of Fiscal and Data Services

Description:

Under the direction of the Director, Office of Fiscal and Data Services, supports the New Jersey Department of Education's efforts to gain insights into the use of Federal funds in school districts in order to generate actionable insights to mitigate the learning loss caused by the COVID-19 pandemic and to accelerate student learning. Performs education research by collecting, analyzing, and interpreting statistical data; develops educational programming by conducting analyses, surveys, needs assessment, and related research; establishes, maintains, and evaluates program and fiscal data related to the American Rescue Plan; and does other related duties.

Core responsibilities include:

- Developing easy-to-understand data dashboards that clearly show which school districts are spending their Federal funds and on what the funds are being spent
- Analyzing school district's grant applications, performance reports, final reports and related reimbursement requests, which include both qualitative and quantitative responses
- Writing guidance documents that explain how users can gain actionable insights from your dashboards, and communicate the importance of the information conveyed in the dashboards
- Engaging offices across divisions within the NJDOE to lead and execute related projects
- Assisting with Federal reporting and monitoring requirements related to ESSER funds
- Presenting to management or stakeholder

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Statistics and Measurement, Statistics, or a related field.

Experience: Four (4) years of experience in program evaluation, statistical analysis, or psychometrics.

Preferred Skills:

- High proficiency in Microsoft Excel, Word, PowerPoint and Power BI
- Project management skills, including scoping projects and creating workable project plans
- Attention to detail when working with data to make accurate conclusions and predictions
- Strong verbal and written communication skills to effectively share findings with stakeholders
- A solid understanding of data sources, data organization, and storage
- In-depth knowledge of statistical methodologies and data analysis techniques
- Survey design

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.